



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SURVEILLANCE INVESTIGATOR-EPIDEMIOLOGY

Posting Number

PN# 104614 (Multiple Positions)

Department

Health & Human Services

Division

Surveillance and Public Health

Section

Bureau of Epidemiology

Reporting Location

8000 N Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs surveillance related to disease outbreak and/or bio-terrorism activities within the Bureau of Epidemiology. Provides reports to Epidemiologist Supervisor or Staff Epidemiologist team leader regarding progress of activities.

CORE FUNCTIONS

- Conducts surveillance related to disease outbreaks and/or Bioterrorism activities and interviews patients at medical facilities. In addition, secures medical records and information related to disease outbreaks and/or Bioterrorism activities.
- Performs field investigation activities related to disease outbreaks and/or suspected Bioterrorism activity as instructed by Staff Epidemiologists, and is available twenty-four hours a day, seven days a week to respond to outbreaks.
- Collects and analyzes data and prepared reports on investigative activities and findings to be reviewed by Staff Epidemiologist Supervisor.
- Acts as liaison to medical facilities and other governmental agencies involved in surveillance activities and projects. Establishes rapport with staff at agencies. Identifies concerns and reports them to the Staff Epidemiologists and Epidemiologist Supervisor.
- Assists Staff Epidemiologists in developing preventive measures and intervention in controlling disease outbreaks and/or Bioterrorism activities. Performs other special projects and duties as assigned by Supervisor.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Public Health, Physical Sciences, Social Sciences or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

- Two years of professional experience in public health or health care are required.
- Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Knowledge of Microsoft Office 97 (Access, Excel, PowerPoint, Word), Windows 95/98 or higher and Advantage 2000.

SELECTION/SKILLS TESTS REQUIRED

A skills test will be required.

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITIONS

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17
\$1,243 - \$1,345 Biweekly \$32,320 - \$34,970 Annually

OPENING DATE

May 18, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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